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9 December 1983

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: [redacted] STAT
Acting Director of Personnel

SUBJECT: DCI Meeting with Office of Personnel Recruiters on 14 December 1983

1. You are scheduled to meet with Office of Personnel recruiters on Wednesday, 14 December, 0930 hours (7D64). This memorandum gives you some background on the meeting and suggests topics you may wish to cover in your remarks.

2. Background: On 11 December, 16 Office of Personnel recruiters will meet for a two-day conference on staff recruitment goals for 1984. The conferees, who are listed in the attachment, will discuss, inter alia, the following subjects:

a. Career Trainee Recruitment

The former Career Trainee Task Force has been absorbed into the Office of Personnel's Employment organization. The Conference will determine how the Task Force's assets and infra-structure can best be exploited by the recruiters.

The recruiters will discuss additional ways and means to attract high quality CT applicants. This is important not only to maintain quality of staff but to avoid clogging the processing system with unqualified applicants.

What role should organization annuitants play in CT recruitment?

b. Applicant Processing

What can be done to reduce applicant processing time?

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c. M.I.T. Job Fair

On 28, 29 and 30 November, a combined group of recruiters and substantive specialists held a career fair at M.I.T., the first time the Agency has been present in such strength at M.I.T. The effort produced over 50 job interviews. The Conference will review lessons learned in Boston and identify future target universities.

d. Advertising

A new advertising agency which specializes in staff recruitment has been hired. The Conference will discuss the best way to use advertising.

e. Future of Field Recruitment Offices

There are no plans to close any recruitment offices in the immediate future, but the recruiters will be told that we have the issue under constant review.

3. Topics DCI May Wish to Discuss:

a. State of the Agency

The meeting will give the recruiters an opportunity to hear directly from the DCI his view on the state of the Agency and where the DCI sees us going in the years ahead.

b. Relations with the Congress

Being at the end of the line, the recruiters know little about the state of Agency/Congress relations other than what they see in their local press. It will be helpful to them to get a better informed view.

c. DCI may be interested in recruiter comments on several subjects; for example:

(1) What type of reception do the recruiters receive on campuses today? How does it compare to five years ago?

(2) What are the major problems confronting the recruiters?

d. The recruiters will welcome an opportunity to ask questions.

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Attachment

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